

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 64
APRIL 18, 2012 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, April 18, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member

Staff Present: Bill Oakes, Director, Steve Marx, Devin Joslin, Joantha Guthrie, Connie Bowers

Others Present: Elaine Marlow, Budget Director, Marianne Edain, Rufus Rose, Jeff Lauderdale, Justin Burnett "Whidbey News Times"

Record Part 1 @00:05

Roads

Subject/Description: Sole Source Purchase of Radar Reader Boards from All Traffic Solutions for Neighborhood Traffic Calming

Attachment: Memorandum dated 4/2/12 from Devin Joslin, to BOCC & PO w/Quote

Action Requested: Approval of Sole Source resolution and Purchase Order No. 8192 – All Traffic Solutions; Two Radar Reader Boards; \$7,910.00.

Follow Up: Okay with full Board to move forward to a Monday meeting.

Surface Water

Subject/Description: Permanent Drainage Easement

Attachment: draft copy of permanent drainage easement

Action Requested: Permanent Drainage Easement – Outfall Drainage System; South Camano at Sunnysore Outfall

Follow Up: Okay with Board to move forward to a Monday meeting after legal review.

Subject/Description: Temporary Construction Easement

Attachment: draft copy of temporary construction easement

Action Requested: Temporary Construction Easement – Outfall Drainage System: South Camano at Sunnysore Outfall

Follow Up: Okay with Board to move forward to a Monday meeting after legal review.

Public Works/Parks

Subject/Description: Recreation & Conservation Office Resolution

Attachment: Draft resolution

Action Requested: Approval of resolution authorizing submittal of applications for grant funding assistance to aid in financing the cost of the Trillium Community Forest land acquisition and facility development (Washington Wildlife and Recreation Program and the Land and Water Conservation Fund Program); and to aid in financing the cost of the development of the Maple Grove Boat Ramp (Boating Facilities Program)

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Follow Up: Okay with full Board to move two separate resolutions forward to a Monday meeting under the regular agenda.

Subject/Description: **Parks Property Designations (cont from 3/21/12)**

Attachment: proposed park list & maps

Information: Joantha Guthrie and Bill Oakes reviewed the proposed Park list, proposed divestment list and properties needing management with the Board.

Follow Up: Continued discussion/review at a future work session.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, April 18, 2012 at 9:55 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
Kelly Emerson, Member
Angie Homola, Member

Staff: **Pam Dill**

Staff Present: **Melanie Bacon, Human Resource Director**

Others Present: **Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Marianne Edain**

Record Part 1 @53:41

Subject/Description: **Job Requisitions**

Attachment: yes

Action Requested:

Auditor's Office: Licensing Assistant, C-9 (replacement-retirement) - *pulled from agenda*
Juvenile Detention: Adult Drug Court/Juvenile Probation Counselor, C-10 (replacement position)

Commissioner Homola moved to approve the job requisition for the Juvenile Probation Counselor position, effective April 26, 2012. The motion was seconded by Commissioner Emerson and carried unanimously.

Subject/Description: **Personnel Policies & Procedures Manual (PPPM) review**

Attachment: yes

Information: The PPPM was last updated in January 2004, since then many laws have changed and the County has revised or adopted new policies and procedures. Melanie Bacon addressed the proposed changes and next steps that need to be taken to update the PPPM.

Follow up: The Board agreed to set aside at least 15 minutes during each Human Resources work session to discuss the revisions to the PPPM and to start with the policies that may have legal issues associated with them.

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**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, April 18, 2012 at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw, Troy Davis, Andrew Hicks

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Marianne Edain

Record Part 1 @01:11:08

Subject/Description: Sign Code update

Attachment: yes

Discussion: Bob Pederson briefed the Board on the next steps and timeline for the sign code update.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, April 18, 2012, at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Present: Anne LaCour, Ana María d Nunez, Treasurer

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Marianne Edain

Record Part 1 @ 01:22:52

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

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**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, April 18, 2012, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Kerry Graves, Jill Wood, Dr. Roger Case

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Bill Burnett, Marianne Edain

Record Part 2 @ 00:55

Subject/Description: Ala Spit

Attachment:

Information: Jill Wood briefed the Board on a pre-application that has been submitted for the current round of Salmon Recovery Board funds for some additional work at Ala Spit.

Subject/Description: Pertussis update

Attachment: yes

Information: Briefing on pertussis activity in the State of Washington.

Subject/Description: Child Injury

Attachment: yes

Information: Briefing on Center for Disease Control study on Child Injury Vital Signs Report (April 2012)

Subject/Description: Tuberculosis update

Attachment: none

Information: Negotiating with Human Services to provide tuberculosis screening services to substance abuse counseling and treatment clients.

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, April 18, 2012 at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

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Others Present: Elaine Marlow, Budget Director, Sheilah Crider, Auditor, Anne LaCour, Rufus Rose, Jeff Lauderdale, Bill Burnett, Marianne Edain, Justin Burnett
“ Whidbey News Times”

Record Part 2@21:25

Subject/Description: Resolution in the matter of proclaiming the month of May 6-12, 2012 Public Service Recognition Week in Island County

Attachments: proposed resolution

Action Requested: Move Public Service Recognition Week resolution forward to a Monday meeting.

Follow up: Okay with full Board to move resolution forward to a Monday meeting.

Subject/Description: Ordinance in the matter of providing to the qualified electors of Island County at an election to be held on August 14, 2012, an Advisory Ballot for citizen input on the Conservation Futures Fund

Attachments: draft ordinance

Action Requested: Commissioner Emerson introduced her ballot proposal and discussion ensued. Commissioner Emerson requested from the Auditor the cost to the County of Proposition 1 which was on the ballot in the Primary of 2010.

Follow up: The majority of the Board was not in support of moving the ordinance forward to a Monday agenda.

Subject/Description: Ordinance in the matter of requiring a Citizens Advisory Ballot before establishing any assessments or fees to be levied on any real property

Attachments: draft ordinance

Action Requested: Commissioner Emerson introduced the proposed ordinance and discussion ensued.

Follow up: The majority of the Board was not in support of moving the ordinance forward to a Monday agenda.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, April 18, 2012, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Record Part 2@ 01:03:17

Subject/Description: Business Office hours for Island County Offices

Attachments: draft resolution

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Action Requested: Move resolution forward to a Monday meeting.

Follow-up: Okay with full Board to move resolution dealing with Business Office Hours for Island County Offices forward to a Monday meeting.

Subject/Description: Work Session schedule

Attachments: none

Discussion: The Wednesday, May 2, 2012 work session has been cancelled due to a majority of the Board attending a WSAC Board meeting. The Board agreed to schedule an additional work session on Tuesday, May 22, 2012 at 9:00 a.m.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Kelly Emerson, Member

Angie Homola, Member

ATTEST:

Elaine Marlow, Clerk of the Board